

# Kentucky Teachers' Retirement System

## IMPORTANT RETIREMENT CHECKLIST

The following documents must be on file in the Kentucky Teachers' Retirement System prior to retirement.

### Member Requirements:

- ◆ Your completed KTRS Application for Service Retirement. (Form 23).
- ◆ A photocopy of your official, certified birth certificate from Vital Statistics. (Not the hospital birth record or the Notification of Birth Registration.)
- ◆ A photocopy of your Social Security card issued by the Social Security Administration and bearing its seal and your signature. (Not the stub that accompanies the card.)
- ◆ A photocopy of your official, certified marriage license. (Not the Certificate of Person Performing Marriage Ceremony. An official, certified copy is available from the local County Clerk of the county in which the marriage was performed or from any other government agency that maintains such records.)

### Beneficiary Requirement: (if Option III, IIIA, IV or IVA is selected)

- ◆ A photocopy of your beneficiary's official, certified birth certificate from Vital Statistics.

## Attention: Service Credit Purchases

For the following credit purchases, you must submit payment **two months** prior to your effective date of retirement.

- ◆ Installment Purchases
- ◆ Reinstatement of Withdrawn Accounts
- ◆ Leaves of Absence - current and noncurrent
- ◆ Fractional Service

For the following actuarial purchases KTRS must have your completed application on file in order to provide you with the cost.

- |                         |                                   |
|-------------------------|-----------------------------------|
| ◆ Military Service*     | ◆ Federal Head Start Service*     |
| ◆ Non-standard Credit   | ◆ Federal Government Service*     |
| ◆ Out-of-State Service* | ◆ Regional Mental Health Service* |
| ◆ Peace Corps Service*  |                                   |

\* The forms certifying these services must already be on file with KTRS.